

TABLE OF APPROPRIATE QUESTIONS

	APPROPRIATE QUESTIONS	EXAMPLES OF QUESTIONS YOU SHOULD NOT ASK
Age	<ul style="list-style-type: none"> What is your date of birth? ¹ 	<ul style="list-style-type: none"> We have a young & enthusiastic team of drivers. Do you think you would fit in? When are you planning to retire? You look like you have been driving a long time. How old are you?
Criminal History	<ul style="list-style-type: none"> See Section VI.C on appropriate criminal history questions. 	<ul style="list-style-type: none"> Have you ever been arrested? Have you ever been in trouble with the law?
Disability	<ul style="list-style-type: none"> Can you perform the essential functions of this job, including attendance, with or without reasonable accommodation? Please demonstrate or describe how you would perform the job's essential functions with or without reasonable accommodation. Do you have the licenses required for this job? 	<ul style="list-style-type: none"> Are you disabled? When were you diagnosed with ____? Do you need accommodations to perform this job? Have you ever been to an AA meeting? Have you ever taken anti-depressants? Do you have any back problems? How much sick leave do you use? Are you a heavy drinker? Are you taking any prescriptions?
Family	<ul style="list-style-type: none"> Do you have any commitments that could interfere with the work schedule for this position? Do you have any commitments that would prevent you from working overtime? Do you have any relatives employed by the agency? 	<ul style="list-style-type: none"> Are you married? What does your husband/wife do? How much does your husband/wife make? Do you have any children? How old are your children? Who takes care of your children? Do your children live at home? Do you have any other dependents you take care of?
Genetic Information		<ul style="list-style-type: none"> Has anyone in your family ever been diagnosed with _____? Does _____ run in your family? Are your parents alive?
Height / Weight		<ul style="list-style-type: none"> How much do you weigh? How tall are you?

¹ The Age Discrimination in Employment Act (ADEA) does not specifically prohibit an employer from asking an applicant's age or date of birth. However, because such inquiries may deter older workers from applying or indicate possible intent to discriminate, requests are closely scrutinized to ensure the inquiry is for a lawful purpose.

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Marital Status	<ul style="list-style-type: none"> Are you related to anyone else who works for the agency? ² 	<ul style="list-style-type: none"> Please check the appropriate title: () Mr. () Mrs. () Miss () Ms. Are you married/single/divorced/separated/engaged/widowed? What does your husband/wife do?
Military Service	<ul style="list-style-type: none"> What kind of training and education did you receive in the US armed forces that relates to this job? Did your experience in the US armed forces provide you with any skills that would benefit you in this job? 	<ul style="list-style-type: none"> Were you honorably discharged? Please provide your discharge papers. Have you ever served in the armed forces of another country?
Name	<ul style="list-style-type: none"> Have you worked for this agency or another agency under a different name? If so, what? If we contact your references, will they recognize your current last name or is there another name we should use? 	<ul style="list-style-type: none"> Has your name been changed due to marriage/divorce/a court order? Is ___ your married/maiden name? Where does your last name come from? Is ___ a Spanish name?
National Origin	<ul style="list-style-type: none"> (If job-related) Are you fluent in any other languages? Will you be able to provide proof your legal right to work in the United States if you are hired? Are you prevented from becoming lawfully employed by any visa or immigration status issues? 	<ul style="list-style-type: none"> Are you a citizen? Please provide a copy of your birth certificate/naturalization paperwork (prohibited before a job offer is made.) Where are you from? Where were you born? Where are your parents from? What is your native tongue? Were your children born here? Where is your husband/wife from?
Organizations / Affiliations	<ul style="list-style-type: none"> Please list any professional organizations you belong to that are directly related to the job. 	<ul style="list-style-type: none"> List all organizations, clubs, societies, and lodges you belong to. ³

² Although questions eliciting whether a candidate is married are improper, employers can enforce documented conflict of interest policies that prohibit one spouse from supervising another. WAC 162-16-250(2). Therefore, it is appropriate to ask whether the candidate is related to anyone else who works for the agency.

³ This is prohibited because the name or character of an organization can reveal the protected status of an applicant.

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Photographs	<ul style="list-style-type: none"> Please sit for a photograph for ID purposes <i>after hiring</i>. 	<ul style="list-style-type: none"> You may/are required to provide a photograph of yourself <i>before hiring</i>.
Pregnancy ⁴	<ul style="list-style-type: none"> Do you have any commitments that will require you to be absent from work for any significant time? Do you intend to work full-time? Do you have any commitments that would prevent you from working overtime? 	<ul style="list-style-type: none"> Are you pregnant? Do you want to have children? Have you ever been pregnant? How much time off did you take when you had your children? Did you have an easy pregnancy?
Race	None	<ul style="list-style-type: none"> What race are you? Are you Hispanic? Is that a tan? Are you a natural blonde? What color are your eyes?
Religion	None	<ul style="list-style-type: none"> What church do you go to? Do you celebrate Christmas? Are you a Christian?
Residence	<ul style="list-style-type: none"> What is your mailing address? 	<ul style="list-style-type: none"> Do you own a home or are you renting? Who do you live with?
Sex / Gender	None	<ul style="list-style-type: none"> Are a man or a woman? How would you feel working with men/women?
Sexual Orientation	None	<ul style="list-style-type: none"> Do you have a domestic partner? Are you married? Do you live alone? Do you have a husband/wife? What is your sexual orientation?
Workers' Compensation	<ul style="list-style-type: none"> Are you able to perform all of the essential functions, with or without accommodation? 	<ul style="list-style-type: none"> Is that a workplace injury? Have you ever filed a worker's compensation claim? Have you ever been injured on the job? How many worker's compensation claims have you filed?
Other Legally Protected Activities		<ul style="list-style-type: none"> Have you ever filed an EEOC complaint? Are you in a union? Have you ever been a whistleblower?

⁴ It is unlawful to base employment decisions on negative assumptions about pregnant women, such as assumptions that pregnant women do not return to work after childbirth or will take an extended absence after childbirth; that pregnant women are frequently absent; that customers object to pregnant women on the job; or that working may expose a fetus to risks of harm. WAC 162-30-020(3)(c).

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